



8500 Oliver Road, Erie, PA 16509

Joint Operating Committee - Meeting Minutes

Thursday, June 27 2019

Work session - 6:00pm

- Valerie Hartley, CPA/Partner from Buseck Barger & Bleil discussed the June 30, 2019 audit process
- Chris Coughlin, HRLC Architects, reviewed the pre-bid document development process for the building renovation project
- The Erie County Vocational Technical School Foundation meeting was held during the work session

Call to Order

There were two executive sessions held on Thursday, June 27, 2019 for the purposes of personnel matters. Additionally, an executive session was held on Tuesday, June 25, 2019 for the purpose of personnel matters

Mr. DiPlacido, JOC Chairman, called the regular meeting to order at 6:58 pm

Moment of Reflection and Pledge of Allegiance

Roll Call

Terri Birchard, Board Secretary, called the roll:

<u>Committee members:</u>	<u>District:</u>	<u>Present</u>	<u>Absent</u>
Scott Westcott	Fairview		x
John Ogden	Fort LeBoeuf	x	
Dennis Olesnanik	Girard	x	
James Bucksbee	General McLane	x	
Justin Gallagher	Harbor Creek	x	
Edward Rickrode	Iroquois	x	
John DiPlacido	Millcreek	x	
Corrie Boyd	North East	x	
Sam Ring	Northwestern	x	
Stephen Gilbert	Union City	x	
William Hallock	Wattsburg		x

<u>Administrators:</u>	<u>Position:</u>	<u>Present</u>	<u>Absent</u>
Dr. Erik Kincade	Superintendent of Record	x	
Dr. H Fred Walker	Director	x	
Tim Sennett	Solicitor	x	
Joseph Tarasovitch	Principal	x	
Terri Birchard	Business Manager	x	
Natalie Fatica	Human & Quality Resources Coordinator	x	

Del VonVolkenburg	Facilities Manager	x
Jeff Smith	Technology Manager	x
Lesa Scalise	Incoming Supervisor of Student Services	x
Sandra Carr	Supervisor of Student Services	x

The agenda was amended to add two additional motions at Section 7 D, Other Business, regarding personnel matters

Motion to amend the agenda for two additional personnel-related motions at Section 7D

Moved for approval by Gallagher, with a second by Boyd

Meeting Minutes

Minutes of May 23, 2019

Motion to accept the minutes of the May 23, 2019 meeting as presented.

Moved for approval by Gallagher, with second by Boyd

The motion is approved with an all "ayes" voice vote

(Copy is filed with the official minutes)

Guests and Public Comment – Items related to the Agenda - None

Guests signed in and present: Rosanne Gangemi, Gina Zona, Valerie Hartley, Travis Woodburn

Correspondence

- Letter of intent to retire from Margaret Hanson, RCTC Secretary, effective August 5, 2019
- Letter of resignation from Lisa Segal, Custodian, effective June 21, 2019

Business

Report - Business Manager – Terri Birchard

(Copy filed with the official minutes)

Financial Reports, Payments and Invoices

Motion to approve the following reports, payments and invoices, as presented:

- Revenue and Expenditure Reports: May 2019
 - General Fund
 - Capital Reserve Fund
 - Student Activities Report
- Checks and Invoices:
 - General Fund Checks and Wire Transfers: May - \$142,267.09
 - Invoices Payable: \$324,504.78
 - Capital Projects Fund Checks and Invoices: May – None
 - Invoices Payable - \$46,513.38
 - Student Activity Fund Checks and invoices: May - \$200.00
 - Invoices Payable - \$249.70
- VISA procurement card payment: May 2019 - \$27,378.73
- Treasurer's Report: May 2019

- Budget Transfers – See worksheet attached

All business reports and budget transfers moved for approval by Ring with a second by Boyd
Motion approved with all “ayes” voice vote
(Copy of each item is filed with the official minutes)

Approval of 2019-2020 VISA users and limits

Motion to Approve the 2019-2020 VISA purchasing card users and limits effective July 1, 2019 as listed
Moved for approval by Ring, with second by Boyd
The motion is approved with an “ayes” voice vote

Signatory Changes on Bank Accounts - Ogden

Motion to remove John Ogden as a signature on the school’s bank accounts
Moved for approval by Gallagher, with second by Boyd
The motion is approved with an “ayes” voice vote

Signatory Changes on Bank Accounts - Ring

Motion to add Sam Ring as a signature on the school’s bank accounts
Moved for approval by Gallagher, with second by Rickrode
The motion is approved with an “ayes” voice vote

Review of Fund Balances

Fund balances for the Capital Projects account and the General Fund were reviewed

Year-end Budget Transfers

Motion to approve the year-end transfers as presented
Moved for approval by Ring, with second by Ogden
The motion is approved with an “ayes” voice vote

Architect Design Fees

Motion to approve \$11,500 for design and engineering fees to HRLC Architects for a fire safety system
Moved for approval by Ring, with second by Ogden
The motion is approved with an “ayes” voice vote

Human and Quality Resources

Report—Coordinator of Human and Quality Resources – Natalie Fatica
(Copy filed with the official minutes)

Revised Job Description for Supervisor of Student Support

Motion to approve the revised job description for the Supervisor of Student Support

Moved for approval by Ring, with a second by Rickrode
The motion is approved with an all “ayes” voice vote

Supervisor of Student Support - Scalise

Motion to hire Lesa Scalise as Supervisor of Student Support at the salary of \$73,000 per year effective July 1, 2019

Moved for approval by Gallagher, with a second by Boyd
The motion is approved with an all "ayes" voice vote

Retirement - Hanson

Motion to approve the retirement of Margaret Hanson, RCTC Secretary, effective August 5, 2019

Moved for approval by Ring, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Resignation - Segal

Motion to ratify the resignation of Lisa Segal, Custodian, effective June 21, 2019

Moved for approval by Gallagher, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Full-time Math Resource Coordinator - Marendt

Motion to approve Allison Marendt as full-time Math Resource Coordinator effective for the 2019-2020 school year at Column D Step 10 with the salary of \$48,649

Moved for approval by Rickrode, with a second by Gallagher
The motion is approved with an all "ayes" voice vote

Operations

Administrative Reports

- Superintendent Report – Dr. Erik Kincade, Fairview School District – no report
 - Director Report — Dr. H. Fred Walker
 - Solicitor Report — Tim Sennett – no report
 - High School Principal Report — Joe Tarasovitch
- (Copy of each printed report is filed with the official minutes)

Staff Travel >400 miles (Polices: 331,431,531) - none

Student Field Trips and Fundraising, (Policy 121, 229, 230) – none

Facility Use Requests – Profit Making Organizations (Policy 707) - none

Other Operations

Purchase of Hybrid Battery Powered Portable Welder

Motion to award the purchase of a Pro Spot Hybrid Battery Powered Resistant Spot Welder through the Supplemental Equipment Grant for use in the Auto Body Repair lab to BCI Equipment Specialists

Moved for approval by Gallagher, with a second by Boyd
The motion is approved with an all "ayes" voice vote

2019-2020 Textbooks

Motion to approve the 2019-2020 textbooks as presented

Moved for approval by Gallagher, with a second by Boyd
The motion is approved with an all "ayes" voice vote

2019-2020 Curriculum Changes

Motion to approve the 2019-2020 curriculum changes as presented

Moved for approval by Gallagher, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

2019-2020 High School Tuition Rates

Motion to set the 2019-2020 High School and Adult Student tuition rates at \$19.21 per hour

Moved for approval by Gallagher, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Other Business

Board Action Item schedule was reviewed

Mr. DiPlacido asked that an item regarding a dual meeting with the JOC and Superintendents be added to this list and assigned to the Director

Pre-bid Documents for Renovation Project

Motion to approve HRLC Architects preparing a set of Pre-Bid documents, not to include specifications, for all three phases of the renovation at a fixed-rate price of \$675,000

Moved for approval by Gallagher, with a second by Rickrode
The motion is approved with an all "ayes" voice vote

Approval of Director's Reimbursement Payment

Motion to approve the Director's expense report for June 2019

Moved for approval by Gallagher, with a second by Boyd
The motion is approved with an all "ayes" voice vote

Executive Session

An Executive Session was called at 8:34 p.m. for personnel matters and concluded at 9:49 p.m. so the meeting session could resume

Two additional motions regarding personnel were added to the agenda as follows

Curtailment of the Electronics Program

A recommendation was made by Dr. Walker to curtail the Electronics Program effectively immediately

Motion to approve the curtailment of the Electronics Program effective immediately

Moved for approval by Gallagher, with a second by Boyd

The motion is approved with an all “ayes” voice vote

Suspension without Compensation – Employee A

Motion to approve the suspension of Employee A without compensation for five (5) working days to be served on dates determined by the Superintendent, as discussed in the Executive Session of June 25, 2019 and June 27, 2019, effective July 1, 2019

Moved for approval by Gallagher, with a second by Boyd

The motion is approved with an all “ayes” voice vote

Supplemental Information

- Facilities Report — Del VonVolkenburg
- Technology Report — Jeff Smith
- Instructional Support Services Reports – Sandy Carr and Lesa Scalise
- JOC Member Attendance Report
- Secondary Program Enrollment Report
- Transition Center Enrollment Report & Career Alternative Education Report
- Disabled Population by District
- Disabled Population by Program
- Business Contacts Report
- Work Experience Report
- Admissions Coordinator Report
- Career Planning Coordinator Report

- Next meeting: Thursday, August 22, 2019 at 6:00 p.m.

Guest and Public Comment – Open to General Matters

Adjournment

Moved by Gallagher, with a second by Ogden to adjourn the meeting

Mr. DiPlacido, Chairperson, adjourned the meeting at 9:52 pm.

An Executive Session was held directly after the meeting adjournment regarding personnel matters

Minutes prepared by,

Terri L. Birchard, Secretary
Joint Operating Committee